

Instructions for TCAP Reimbursement

- Step 1:** Go to TCAP Request for Payment web site at
<http://doe.sd.gov/secretary/TCAP/application/claim.asp>
- Step 2:** Enter your district's TCAP login and password (provided in memo dated 10/19/2007)
- Step 3:** Complete the TCAP Online Reimbursement Form
- Enter contact person and click on "Update."
 - Enter contact person's email address and click on "Update."
 - Select the appropriate TCAP activity from the dropdown list provided.
 - Enter the number of teachers (whole numbers only) that participated in the identified activity.
 - Enter the total cost to the district for this activity. Please enter whole numbers, no commas or cents should be included.
 - Enter an amount requested for reimbursement. Please enter whole numbers, no commas or cents should be included. This amount may not be greater than 80% of the total cost incurred for this activity.
 - Click on the button "Submit Claim"
 - If the district is claiming reimbursement for multiple activities, continue to add additional claims - using the steps outlined above.
- Step 4:** Review all submitted claims displayed at the bottom of the screen. If a correction is needed please contact either Bobbi Leiferman or Susan Woodmansey at 773-3248.
- Step 5:** For summary of all pending claims, click on the "Print Summary" button. This will provide a printable summary report. This report **MUST BE** signed and returned, with a signature, before any payment can be approved.

Department of Education
Attn: Bobbi Leiferman
700 Governors Drive
Pierre, SD 57501-2291

TCAP Request for Payment Timeline

- All pending claims must be entered on or before the 10th of the month.
- The Department of Education must receive a printed summary, with an original signature, of the total pending claims by 20th of the month to be included in that month's payment.
- TCAP reimbursement will be paid in conjunction with state aid payments, on or about the last school day of the month.
- A district may submit 1 or multiple claims for TCAP reimbursement. If all eligible expenditures have already been incurred a district may request reimbursement for all activities in a single month, or as needed.